

## **EDITED TASK LISTING**

### **CLASS: Correctional Administrator, Department of Corrections**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Reviews inmate disciplinary process including Rules Violation Reports and facility logs to ensure compliance with due process and procedural safeguards consistent with various laws, rules, regulations, and various court mandates (e.g. Penal Code (PC), California Code of Regulations (CCR) Title 15, Department Operations Manual (DOM), court settlement agreements, etc.) on an ongoing basis.
2.	Maintains Register of Institution Rules Violations to provide proof of practice for due process utilizing disciplinary logs as mandated by various laws, rules, and regulations, (PC 2081 and DOM 52080.15.1) on an ongoing basis.
3.	Certifies staff to serve as disciplinary hearing officers utilizing appropriate training documents consistent with CCR Title 15 (Section 3310 (d)) as required.
4.	Works cooperatively with the Health Care Manager to ensure the custody functions associated with providing health care services (i.e., medical, mental health, and dental) are delivered including: Inmate Medical Services Program, Enhanced Outpatient Programs, Correctional Clinical Case Management Systems (CCCMS), Interdisciplinary Treatment Team, Developmentally Disabled Program, Infectious Disease Control, Disability Placement Program, Suicide Prevention Program, Quality Management System, Licensing Requirements and Emergency Medical Response review process, utilizing tracking system reports, management reports, policies and procedures etc. as outlined in PC, DOM, CCR Title 15, Title 22 and various relevant court mandates on an ongoing basis.
5.	Conducts a management review of use of force incident reports (CDC 837 Incident/Crime Report) to ensure compliance with policy and procedure requirements and identify training needs, operational deficiencies, and possible corrective action as required by CCR Title 15 (Section 3268) and departmental Use of Force policy as necessary.
6.	Attends the Executive Use of Force Review Committee evaluating use of force incidents to determine compliance with PC, CCR Title 15, and departmental policies and procedures making appropriate administrative recommendations for corrective action as required.
7.	Participates as a member or designated Chair of the Institution Classification Committee (ICC) to provide knowledge and expertise evaluating the housing, program, and treatment needs of inmates and ensuring due process requirements as directed by CCR Title 15, departmental policies or directives as required.
8.	Monitors Initial/Unit Classification Committee in order to provide oversight and ensure compliance with laws, rules, and regulations utilizing CCR Title 15, departmental policies or directives as required.

## **EDITED TASK LISTING**

### **CLASS: Correctional Administrator, Department of Corrections**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>9.</b>	Monitors the food services program of the institution and/or camps, including nutritional planning, food ordering, food preparation and service, hygiene, and related security operations to ensure adherence to the “Heart Healthy Diet” and other specialty diets remaining within the budgetary limitations in accordance with food regulations, health and safety rules, monthly budget plan, CCR Title 15 (Section 3050 – 3056), California Code of Safe practices and Injury/ Illness Prevention Program and departmental policies or directives on an ongoing basis.
<b>10.</b>	Practices fiscal responsibility in order to control staffing resources, health and safety, sick leave usage, travel, overtime, procurement of goods, contracts for services, etc. utilizing various resources e.g., Governor’s budget, 7A Salary and Wages Supplement, CALSTARS reports, Management Information Retrieval Systems (MIRS), Time and Expense Management System Report (TEMS), Inmate Welfare Fund (IWF), Reimbursement Accounts, DOM, State Administrative Manual (SAM), budget letters, Post Assignment Schedule, Watch Office Tracking System, etc. on an ongoing basis.
<b>11.</b>	Initiates Budget Concept Statements and/or Budget Change Proposals to provide justification and obtain approval for funding of necessary physical plant improvements, equipment and staffing, etc. utilizing various resources (e.g. mandates, statistical data, policies, procedures, DOM and SAM, etc.) as needed.
<b>12.</b>	Monitors the audit processes of facilities, programs, and services to maintain compliance with departmental mandates concerning security, escape prevention, key/tool control, fiscal, Environmental Health & Safety, Health Care Services, Segregated Housing, Disturbance Control Plan, Watch Office Tracking System, Personnel Post Assignment Schedule (PPAS), etc. utilizing existing resources (e.g. audit tools, DOM, staff, PC, CCR Title 15, health and safety code, etc.) on an ongoing basis.
<b>13.</b>	Monitors prison population levels in accordance with institutional mission and ensure maximum utilization of available bed space utilizing Weekly Population Report, institutional count, parole projections, etc. on an ongoing basis.
<b>14.</b>	Coordinates support services/custodial operations to ensure inmate access to feeding, clothing, canteen, Health Care Services, education, work assignments, visiting, mail, property, vendor package program, religious, volunteers, self help program, Inmate Advisory Council, etc. utilizing various resources (e.g. policies, procedures, etc.) as mandated by PC, DOM, and CCR Title 15 on an ongoing basis.
<b>15.</b>	Monitors all aspects of security within a correctional setting to ensure accountability of staff/inmates/public, physical plant integrity and infrastructure (e.g., water treatment, utilities, proper operation of gates, vehicles, fences, safety equipment, armory, keys and locks, etc.) utilizing various resources (e.g. policies, procedures, audits, PC, DOM, CCR Title 15, etc) on an ongoing basis.

## **EDITED TASK LISTING**

### **CLASS: Correctional Administrator, Department of Corrections**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>16.</b>	Develops various written documents (e.g. Post Orders, Operational Procedures, emergency/disaster response plan, emergency resource supplements, mutual aid plan, job action contingency plan, etc.) to provide information, direction and ensure the security and efficient operation of the institution utilizing various resources (e.g. policies, procedures, PC, DOM, CCR Title 15, etc.) as needed.
<b>17.</b>	Evaluates lockdown plans based on a variety of information (incidents, public events/interests, natural disasters, etc.) to provide necessary support services (feeding, health care, visiting, mail, and law library access, etc.) to operate with restricted movement of inmates utilizing various resources (e.g. policies, procedures, PC, DOM, CCR Title 15, CDC 837, etc.) as needed.
<b>18.</b>	Monitors lockdown/program status on a daily basis and makes recommendations for adjustments as a result of ongoing information received with the goal of returning to normal operations utilizing various resources (e.g. policies, procedures, Program Status Report, CCR Title 15, CDC 837, etc.) as needed.
<b>19.</b>	Reviews inmate appeals process (including Reasonable Accommodation Requests) at the informal, first and second levels to ensure staff compliance with the inmate population's ability to appeal any departmental decision, action, condition or policy that has an adverse effect on the inmates welfare and to identify trends, training issues, etc. utilizing various resources (e.g., PC, DOM, CCR Title 15, Armstrong Remedial Plan, etc.) on an ongoing basis.
<b>20.</b>	Manages an Equal Employment Opportunity program (EEO) including the local intervention process, tracking all discrimination complaints, referrals of formal discrimination complaints to the Office of Civil Rights, recruitment, assignment and training of EEO counselors, providing consultation to management/supervisory staff and maintenance of the discrimination complaint activity log utilizing various resources (e.g. federal and state laws, DOM, etc.) on an ongoing basis.
<b>21.</b>	Represents the department at formal or informal settings, regarding institutional or departmental matters at meetings, conferences, hearings, etc., to obtain and provide information and/or represent the interest of the department utilizing interpersonal skills, professionalism, knowledge, etc., as needed and/or upon request.
<b>22.</b>	Prepares written correspondence for the public, other managers or peers, subordinate staff, and the inmate population utilizing knowledge of departmental procedures and resource materials to effectively disseminate information as needed.

## **EDITED TASK LISTING**

### **CLASS: Correctional Administrator, Department of Corrections**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>23.</b>	Provides leadership in order to effectively and efficiently manage a major division by effectively interpreting policy, reviewing employee performance and providing feedback, taking appropriate corrective action, conducting staff meetings, setting priorities, resolving conflicts, training and developing staff, maintaining visibility/accessibility to both staff and inmates, etc. to reach the department's overall mission utilizing personal experience, department guidelines and interpersonal skills on an ongoing basis.
<b>24.</b>	Serves as Administrative Officer of the Day (AOD) representing the Warden during non-business hours, weekends and holidays taking responsibility for the overall management of the institution and notification of appropriate administrative staff ensuring continual safe operation utilizing institutional AOD Book, DOM, CCR Title 15, policies and procedures, cell phone/pager and vehicle as assigned.